

**Department of Health & Human Services
Public Health Service
Health and Human Services Administration
Bemidji Area Indian Health Service
Bemidji, Minnesota**

Bemidji Area Indian Health Service Circular NO. 01-07

Time and Attendance & Alternative Work Schedules

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1. Purpose

This Circular provides Time and Attendance and Alternative Work Schedule guidelines for Bemidji Area office employees. For further information please refer to 5 CFR and the Office of Personnel Management's Handbook for Alternative Work Schedules (AWS).

2. Tour of Duty

- A. The established work week is Monday through Friday. The established tour of duty varies within the office. In addition to the Basic 8 tour (8:00 a.m. - 4:30 p.m.), the following Alternative Work Schedules (AWS) have been authorized for the Bemidji Area Office:
 - (1) Flexible Flexitour
 - (2) Compressed Work Schedule
 - (3) Flexible Gliding Schedule
 - (4) Flexible Variable Day

3. Requesting Leave

- A. An Application for Leave (SF-71) must be submitted to your supervisor prior to taking leave. For unscheduled absences, a SF-71 must be submitted to the supervisor within one working day after return to duty. In turn, the SF-71 will be given to the timekeeper.
- B. When you must be absent from work for any unforeseen reason, you must request leave from your immediate supervisor within the first fifteen minutes after the beginning of your regularly scheduled tour of duty. If your supervisor is not available, you must request approval from the next level supervisor or his/her designee. All employees must follow the chain of command when requesting leave. If the chain of command is not adhered to and you have not contacted your

supervisor within the first 15 minutes as required, the supervisor has no other choice but to place the employee on AWOL (Absent Without Leave) until leave has been requested and approved.

NOTE: A telephone call to the secretary or other employee or a message sent in by you will not be accepted as a proper request for leave unless there is an emergency and you are incapacitated and unable to personally make the call.

4. Annual Leave

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- A. Annual Leave is to be scheduled at least 24 hours in advance of the time the leave is to be taken. Each request for scheduled leave will be evaluated by your supervisor, taking into consideration such things as workload, coverage, etc. If it is determined that your request for leave would cause a problem, i.e., not meeting deadlines, behind in work, etc., it will be disapproved with an option for rescheduling at another time. If a request for scheduled leave is disapproved and you fail to report for duty, you will be charged with Absence Without Leave (AWOL).

5. Sick Leave

- A. For any absence of more than three days for medical reasons, you must have a medical certificate containing a statement from your medical provider as to the nature, seriousness and duration of your illness. The required doctor's certificate and personal statements must be submitted within two working days after returning from sick leave.

6. Advanced Annual Leave

- A. Employees have no entitlement to advanced annual leave. However, under very unusual circumstances, an employee may be granted advanced annual leave up to the amount to be earned by the end of the current leave year or end of appointment, whichever is sooner. Advanced leave must not be granted if it is likely the employee will retire, be separated or resign before the advanced leave will be earned/paid back.
- B. To apply for Advanced Annual Leave the employee must provide:
 - (1) Completed SF-71 - Application for leave
 - (2) Copy of HHS-564 – Administrative Time and Leave Record
 - (3) Copy of OS-340 – Earning and Leave Statement
 - (4) Memo from employee explaining the need for advanced annual leave
 - (5) Immediate supervisor can approve up to 40 hours
 - (6) If approval is required by the Area Director, an endorsement by the immediate supervisor
 - (7) Chief Medical Officer, Area Director/or Executive Officer can approve beyond 40 hours

7. Advanced Sick Leave

- A. An advance of sick leave may be made to an employee with a zero sick leave balance if the employee has a serious disability or ailment, provided the total advance at no time exceeds 30 days and there is a reasonable expectation that the employee will return to duty. For an employee holding a limited appointment, sick leave must not be advanced when it is likely the employee will retire, be separated or resign before the advanced leave will be earned/paid back.

*The ailment or disability must be of such seriousness as to require a period of at least five consecutive work days, unless an absence for a shorter period is determined (absences for cancer, chemotherapy).

**Supervisors must explain to the employee how much advanced leave is approved and how long it will take to re-pay.

***Any sick leave earned will be used to liquidate the advanced sick leave.

B. To apply for sick leave the employee must provide:

- (1) SF-71 – Application for leave showing “from” and “to” dates, total hours requested. The reverse side of the SF-71 should show incapacitation period and signed by a physician.
- (2) A copy of HHS 564 – Administrative Time and Leave Record
- (3) A copy of OS-340 – Earning and Leave Statement
- (4) A physician’s statement with diagnosis, prognosis and duration.
- (5) Request must be at least 15 calendar days in advance, exceptions can be made in true emergency situations.
- (6) Approving officials/immediate supervisors can approve up to 40 hours. The Chief Medical Officer or Area Director can approve beyond 40 hours.

The employee’s request for advanced sick leave must be in writing and must be supported by medical documentation acceptable to the Leave Approving Official. As an alternative to advance sick leave, the employee and supervisor may consider the Voluntary Leave Transfer Program, Leave without pay (LWOP), or adjustment from full-time to part-time employment during the period of recuperation, thus allowing the employee to work less than eight hours daily until the employee is fully recovered.

8. Leave Without Pay (LWOP)

A. LWOP is approved absence in a non-pay status that may be granted, normally at the employee’s request. Extended periods of leave without pay are only granted in certain instances such as the fulfillment of parental or other family responsibilities, school attendance in order to increase job effectiveness, extended incapacitation due to illness or injury, etc.

*LWOP must not be granted when Absence Without Leave (AWOL) is appropriate. Extension of LWOP should be scrutinized very carefully.

B. To apply for Leave Without Pay the employee must submit:

- (1) Completed SF-71 – Application for Leave
- (2) Copy of HHS-564 – Administrative Time and Leave Record
- (3) Copy of OS-340 – Earning and Leave Statement
- (4) Memo from employee explaining the need to use Leave Without Pay

Approving officials-immediate supervisor can authorize up to 40 hours in a calendar year and absences for maternity reasons but not to exceed six months. The Chief Medical Official, Area Director, or Executive Officer can approve 40 hours or more per calendar year.

C. Supervisor Responsibilities (or Approving Official) - It is the responsibility of the supervisor to discuss with the employee the outcome of Advanced Leave (annual or sick leave), as well as what the outcome is for taking LWOP. Among the matters to be considered for the employee on LWOP are:

- (1) Loss of service that may be vital to the Service Unit.
- (2) Creditable service for such benefits as retirement, leave accrual (employees do not accrue leave while on LWOP), With in Grade Increases, and severance pay.
- (3) Encumbrance of the position.
- (4) Eligibility for continued coverage for life insurance and continued coverage for health insurance benefits.

- D. Any request for Leave Without Pay (LWOP) in lieu of sick leave will carry the same provisions as stated above.

9. Tardiness

- A. Tardiness can be excused once or twice a year with a valid reason. Supervisors should be charging the employee with AWOL, or Annual Leave if the reason is valid. It is the responsibility of the supervisor to take action to correct abusive tardiness.

10. Coffee Breaks

- A. Coffee breaks can be another problem area if the privilege is abused. Your breaks are to be 15 minutes in duration for every four hours of work. This is a privilege, not a right, and must not be abused.
- B. Do not leave your work area without informing a fellow employee about your whereabouts. This is simply a common courtesy to others.

11. Temporary Duty

- A. While on Temporary Duty Travel (TDY), you are excepted to conduct yourself in the same fashion as you would at the office - such as being on time, requesting leave, etc.

12. Responsibilities:

- A. Employee - It is the responsibility of the employee to know the balances of their leave when requesting approval for leave. If the employee does not have sufficient leave for the request, it is the responsibility of the employee to submit the required paperwork for LWOP or any advanced leave. All advanced leave must have prior approval. It is the responsibility of the employee, not the supervisor, to gather proper documentation and ensure leave requests have been approved.

Employees going on extended leave (40 hours or more) are requested to provide the supervisor with a phone number at which he/she can be reached in case of an emergency.

- B. Supervisor - It is the supervisor's responsibility to ensure that appropriate leave is available for use before approving any leave requests and to submit all leave slips, including overtime and compensatory time to the timekeeper in a timely manner. Also, supervisors should ensure that employees are made aware of and adhere to these policies.

13. Alternative Work Schedules

- A. Alternate Work Schedules available for Bemidji Area Office employees are as follows:

- (1) Flexible Flexitour
- (2) Compressed Work Schedules
- (3) Flexible Gliding Schedule
- (4) Flexible Variable Day

- B. General Definitions:

- (1) **Flexitime** - Employees may choose arrival and departure times during the flexible time band. The flexible time bands will be 6:00 a.m. to 9:00 a.m. start time, 11:30 a.m. to 1:00 p.m. lunch break, and 3:00 p.m. to 6:00 p.m. ending time.
- (2) **Core time** refers to the hours of the day that employees must be on the job or on leave. The core time banks will be from 9:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:00 p.m.

- (3) **Credit hours** are those hours in excess of the employee's basic work requirements and the employee elects to work, and the supervisor agrees that the work situation has created a definite and fairly immediate need to work the extra hours. Credit hours will be recorded on the current OT/Comp time form. A maximum of 10 credit hours may be earned in a pay period. The maximum credit hours carried over to the next pay period are 10 hours. The credit hours must be used within three (3) pay periods. This means there is not a cumulative of more than 10 hours. Credit hours can be used any time of the day. A leave slip must be completed to use these hours. Credit hours only apply to Flexible Gliding day.
- (4) **Overtime and Comp time** are as defined in U.S. OPM Handbook page 2 of 3 AWS and page 2 of 5 for Compressed Work Schedule (CWS).

C. The following general ground rules apply to all work schedules:

- (1) Service to our customers will not be reduced.
- (2) All offices will be open and adequately staffed Monday through Friday during our normal business hours of 8:00 a.m. - 4:30 p.m. Employees under a personal services contract will be required to work as applicable during the time period of 8:00 a.m. - 4:30 p.m.
- (3) The workday will normally begin before 6:00 a.m. or end after 6:00 p.m., Monday through Friday.
- (4) Employees are required to meet special operating requirements, attend scheduled meetings, conferences, workshops and training sessions. Supervisors should try to schedule meetings well in advance and during core hours to avoid operational problems or overtime.
- (5) According to the U.S. OPM Handbook, agencies wishing to participate in AWS must establish a time accounting method. The BAO policy for employees participating in AWS are required to sign-in/sign out. Each employee is required to enter his/her name, time of arrival and departure from the office including lunch and leave, and other exceptions to the normal workday. Those employees not participating AWS are not required to sign-in or sign-out based on Dr. Trujillo's memo dated 1/27/97 - Elimination of Sign-In Sheets. Those employees working Basic 8 are not required to sign-in and out.
- (6) The minimum time increment for work, leave, LWOP or AWOL is 15 minutes.
- (7) Each full-time employee must show a total of 80 hours of work time including leave used during each pay period.
- (8) Employees must take a lunch break and the lunch break must be at least 30 minutes long.
- (9) Abuse of the alternative work schedules will require that the employee revert back to the standard schedule of 8:00 a.m. - 4:30/5:00 p.m.
- (10) Schedules may be changed once a quarter - starting the first pay period in the quarter.

D. Flexitour

Full-time Employees - Under this schedule, the employee would work 8 hours a day, 5 days a week, Monday through Friday. Any absences during the scheduled hours must be charged to leave. Employees and supervisors are allowed to select starting and stopping times within the flexible hours which are 6:00 a.m. - 9:00 a.m., 11:30 a.m. - 1:00 p.m. for lunch, 3:00 p.m. - 6:00 p.m. Once selected, hours are fixed, starting and stopping times are the same each day.

E. Compressed Word Schedule (CWS)

Full-time Employees - Under this schedule, the employee works nine of ten days per pay period; nine hours per day on eight days of the pay period, eight hours per day on one day of the pay period, and has one day off per pay period. The work days, work hours and day off are set and agreed to by the employee and supervisor. Absences during the set workdays must be charged to leave.

The scheduled day off must be approved by the work supervisor who has to ensure adequate coverage and efficient use of personnel. The day off can be any day of the week.

Once the employee and supervisor agree to a schedule, the schedule is fixed until they mutually agree to change it. Schedules will not be changed routinely.

Leave charged and holiday time credited will depend on the scheduled work hours for that day. If a holiday falls on a nine-hour scheduled day, the employee gets nine hours. Likewise, an employee who takes leave on a nine-hour day is charged nine hours.

When an employee travels out of the Area, meaning away from Bemidji Area Office, Red Lake S.U., Leech Lake and White Earth, the employee must revert back to Basic 8 for the entire pay period, i.e. 8:00 a.m. - 4:30 p.m.

F. Flexible Gliding Schedule

Full-time Employees - Under this schedule the employee will work 8 hours a day, 5 days a week, Monday through Friday. Any absences during the scheduled hours must be charged to leave. Daily starting, lunch, and stopping times are flexible during the flexible time bands which are 6:00 a.m. - 9:00 a.m., 11:30 a.m. - 1:00 p.m. and 3:00 p.m. - 6:00 p.m.

G. Flexible Variable Day

Full-time Employees - Under this schedule the employee must work the core hours of 9:00 a.m. - 3:00 p.m. and 40 hours a week. The employee may work a maximum of 9 hours a day. Daily starting, lunch, and stopping times are flexible during the flexible time bands which are 6:00 a.m. - 9:00 a.m., 11:30 a.m. - 1:00 p.m. and 3:00 - 6:00 p.m.

When an employee travels out of the Area, meaning away from Bemidji Area Office, Red Lake S.U., Leech Lake and White Earth, the employee must revert back to Basic 8 for those days while in travel status.

Kathleen Annette, M.D.

Director

Bemidji Area Indian Health Service

Date

**Alternative Work Schedules
Quick Reference**

	Basic 8 Flexible Flexitour	Flexible Gliding	Flexible Variable Day
Basic Work Requirements	8 hours/day 5 day/week	8 hours/day 5 days/week	40 hours/week Up to 9 hours/day
Flexible Time Bands	Limited to set tour per selection period	Yes - Daily	Yes - Daily
Core Time Bands	Yes - Daily	Yes- Daily	Yes-Daily
Credit Hours (Requested by employee and approved by supervisor)	N.A.	Optional Carryover Maximum 10 hours	Optional Carryover Maximum 10 hours
Overtime hours (Ordered and approved)	Over 8 hours/day Over 40 hours/week	Over 8 hours/day Over 40 hours/week	Over 8 hours/day Over 40 hours/week
Holiday	8 hours	8 hours	8 hours
Annual, Sick & Administrative Leave	Not to exceed 8 hours/day	Not to exceed 8 hours/day	Not to exceed scheduled hours

Note: This information is provided for full-time employees. Variations apply in some areas for part-time employees.